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Personnel



**SCHEDULING CADET INSTRUCTIONAL
FACILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements USAFAPD 36-1, *USAF Academy Education and Accession Programs*. It details the priority system for assigning cadet instructional facilities for all events at the USAF Academy and establishes procedures for scheduling such facilities. It applies to all USAF Academy personnel and tenant unit personnel who use *cadet instructional facilities*.

SUMMARY OF REVISIONS

Adds classroom and labs in CETF.

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1. Terms Explained:

1.1. Cadet Activities. All intercollegiate and club athletic events, club meetings, and recognized cadet activities.

1.2. Cadet Instructional Facilities. All classrooms, lectinars, mini-lectinars, and seminar rooms in Fairchild Hall and classrooms and labs in CETF.

1.3. DoD and Non-DoD Sponsored Events. Events sponsors request USAF Academy facilities on a space available basis.

1.4. Other Cadet Instruction. All short-term programs, evening lectures, cadet squadron training, and special briefings.

1.5. Regularly Scheduled Cadet Instruction. All semester, long-term, or summer courses (to include graded reviews and final examinations) taught by the Directorate of Athletics (HQ USAFA/AH), the 34th Education Group (34 EDG), and the Dean of the Faculty (HQ USAFA/DF).

1.6. USAF and USAF Academy Sponsored Events. Such events as symposia or conferences designed primarily to enhance the professional knowledge of the USAF Academy faculty and staff and to provide a special educational experience for cadets.

2. Priority. Cadet instructional facilities will be allocated following this priority system:

2.1. Regularly Scheduled Cadet Instruction. Academic Scheduling (HQ USAFA/DFRS) schedules rooms for these programs. Department scheduling coordinators should consolidate departmental requests and tell HQ USAFA/DFRS when they review the Preliminary Course Offering Information (PCOI) in mid-March for the following fall semester and mid-October for the following spring semester. Commander, 34th Education Group (34 EDG/CC) will normally have classrooms available during the M5 period. HQ USAFA/DFRS will honor all requests for normal size (20-seat) classrooms for cadet instruction. Allocating a limited number of special classrooms (76 seat lectinars, 46 seat mini-lectinars, and seminar rooms) depends on the demand each semester. Final allocation of these classrooms may have to be delayed until actual enrollments by hour are known (1 to 2 weeks prior to the beginning of each semester). If the demand for special classrooms exceeds supply, the following priorities will be followed:

2.1.1. Bona fide requirement. (Send HQ USAFA/DFRS a memorandum of justification with this request.)

2.1.2. Largest number of cadets affected.

2.1.3. Date of request.

2.2. Other Cadet Instruction. (**NOTE:** HQ USAFA/DFRS will try to equitably distribute all available classroom resources among departments.)

2.3. USAF Academy Sponsored Events.

2.4. USAF and Other DoD Sponsored Events. (These events are occasionally directed by higher authority and will be assigned priority accordingly.)

2.5. Cadet Activities.

2.6. Non-DoD Sponsored Events.

3. Responsibilities:

3.1. HQ USAFA/DFRS schedules all classrooms, lectinars, mini-lectinars, and seminar rooms in Fairchild Hall and classrooms and labs in CETF.

3.2. HQ USAFA/DFSSF schedules all lecture halls in Fairchild Hall.

3.3. The Head of the Department of Physical Education (HQ USAFA/AHP) controls cadet instructional facilities in the field house and cadet gymnasium.

3.4. The Military Training Branch (34 TS/PDP) coordinates with HQ USAFA/DFRS to schedule classrooms during the M5 period.

RUBEN A. CUBERO, Brig Gen, USAF
Dean of the Faculty